

CITY OF BURIEN, WASHINGTON

JOB DESCRIPTION

Title: Accounting Technician

Dept.: Finance

FLSA Status: Non-Exempt

Reports to: Finance Director

Salary Grade: 510

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

General Position Summary

This position will process the semi-monthly payroll and perform a wide variety of financial and accounting activities involving accounts receivable and revenues.

Essential Functions

- Supports and models the identified vision, values and behaviors of the organization.
- Processes semi-monthly payroll which may include but is not limited to inputting timesheets; generating, analyzing, and reconciling monthly payroll reports; preparing and submitting monthly withholding and benefit payments; preparing and submitting quarterly and annual tax reports, and generating paychecks.
- Review billings, payroll or other transactions for completeness and compliance with established policies and procedures, and proper authorization; resolve problems before preparing for data entry.
- Stays current on new IRS payroll guidelines and implements new requirements by the prescribed deadline.
- Archives payroll records in accordance with the Washington State Archives Record Retention Schedule.
- Processes accounts receivable including:
 - Set up and maintenance of fee codes and customer accounts.
 - Prepare invoices for billing which may include inspection, right-of-way, false alarms, shared arson investigation costs, public safety services, street mitigation fees, special assessments and other miscellaneous.
 - Prepares invoices for local improvement districts, which includes maintenance of property owner information.
 - Monitors payments for all invoices and processes past-due penalties. Performs follow-up work related to past-due accounts.
 - Responds to questions from the public.
- Monitors and reconciles a variety of accounting records including but not limited to Class and CityView sub ledgers to the financial software. Prepares adjusting journal entries as necessary.
- Assists with financial planning and analysis projects.
- Collects information to include in the Comprehensive Annual Financial Report (CAFR).
- Responds to requests for information and assistance.
- Performs other duties as assigned.

Secondary Functions

- Serves as backup for accounts payable, purchase order issuance, and petty cash disbursement.
- Serves on and participates in various employee committees.

Job Scope

Position is subject to recurring work situations with occasional variations from the norm. It involves a moderate degree of complexity. Incumbent operates from established and well known procedures and operates independently with minimal supervision.

Interpersonal Contacts:

The Accounting Technician maintains relationships with others both inside and outside the organization.

Specific Job Skills**Knowledge of:**

- City government organization, functions, policies, and rules and regulations;
- State of Washington Budgeting, Accounting and Reporting System (BARS) Manual;
- General accounting functions and practices in accordance with established regulations and standards.
- Payroll and accounts payable processes.
- Proficient computer skills including but not limited to Microsoft Office Suite and financial operating software systems
- Payroll Taxes

Ability to

- Prepare and process a variety of records and reports.
- Understand, interpret and apply complex rules and regulations, policies and procedures, and assure transactions are recorded accurately.
- Maintain accurate financial records in accordance with applicable laws and regulations.
- Research system errors or omissions and coordinate corrective action.
- Read, interpret documents, and calculate figures.
- Demonstrate attention to detail.
- Maintain effective work relationships with others.
- Communicate clearly verbally and in writing.
- Exercise individual initiative and discretion in confidential matters.
- Understand, interpret and efficiently carry out complex oral and written instructions.
- Work independently from general instructions and broad work expectations.
- Manage multiple projects simultaneously.
- Work efficiently in a fast-paced work environment subject to occasional interruptions.
- Meet deadlines.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent.

Mental Activities

Position requires continuous ability to perform basic math, to write, understand, read, and speak English, teamwork, customer service and interpersonal skills; occasional decision making, independent judgment and/or action, creativity, problem analysis, and use of discretion; and rare advanced math and training/supervising.

Physical Activities

Position requires continuous sitting, talking, hearing, fingering, handling and repetitive motions of hands and wrists; frequent standing, walking, reaching; occasional stooping and bending; and rare kneeling. The position also requires the ability to push, pull, lift and carry ten pounds.

Education and/or Experience

- Associates degree in Accounting or equivalent required.
- Two years payroll preparation experience required.

Special Requirements

- Successful completion of pre-employment background check, including a credit check.

Job Conditions

Work is performed primarily in an office setting. Noise level is moderate.

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